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SINGLE AIR FORCE VENDOR IDENTIFICATION SYSTEM(U) AIR
FORCE LOGISTICS MANAGEMENT CENTER GUNTER AFS AL
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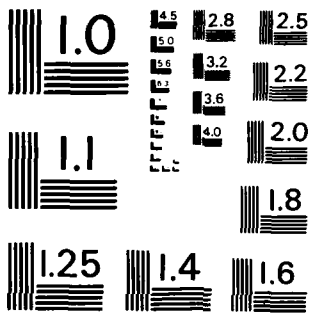
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CHANGES TO AFLMC REPORT LC821202

Please make the following changes to reference of appendices in this report.

1. Page V, second paragraph, "Appendix H", should be changed to read "Appendix G".
2. Page 4, All references to "Appendix F", should be changed to read "Appendix E".
3. Page 5, third paragraph, "Appendices C, D, and E" should be changed to read "Appendices B, C, and D", respectively.
4. Page 7, third paragraph, "Appendix J", should be changed to read "Appendix I".
5. Page 11, fourth paragraph, "Appendix I" should be changed to read "Appendix H".
6. Page 13, recommendation six(6), "Appendix G", should be changed to read "Appendix F".
7. Page 39, fourth paragraph, "Appendix I", should be changed to read "Appendix H".

ABSTRACT

This study was conducted under the sponsorship of HQ USAF/RDC. Our objective was to develop a single vendor coding system for contractors doing business with Air Force Base Contracting activities. We recommend the Air Force adopt the Defense Logistics Agency's Commercial and Government Entity (CAGE) vendor coding system to identify contractors. We also recommend HQ SAC/LGC be tasked to provide procedures to other MAJCOMs for converting Base Contracting Offices to the CAGE coding system. With this single system the Contracting, Finance, and Supply Offices will be able to share information to purchase, pay, and select sources. We offer a number of recommendations to HQ USAF/RDC and provide interim conversion procedures to enhance conversion of all contracting offices to CAGE if adopted.

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This document has been approved
for public release and wider
distribution is encouraged.

EXECUTIVE SUMMARY

The purpose of the project was to develop a single vendor coding system for contractors doing business with Air Force Base Contracting activities. We conducted this study under the sponsorship of the Director of Contracting and Manufacturing Policy, Headquarters, Air Force (HQ USAF/RDC) and the co-sponsorship of Headquarters, Strategic Air Command, Directorate of Contracting (Hq SAC/LGC). The Defense Logistics Service Center (DLSC) provided major technical support.

Presently, each Air Force Base Contracting Office (BCO) creates vendor codes using the procedures outlined in AFM 70-332. Under this system contracting offices locally assign their own unique codes to vendors. As a result, contractors doing business at more than one base will have a separate code assigned by each office.

In our analysis we identified a coding scheme that provides Base Contracting the capability to use a single vendor code to identify vendors, the Commercial and Government Entity (CAGE) system managed by the Defense Logistics Service Center, Battle Creek, MI.

CAGE is a five-digit, alphanumeric code that has been used throughout the Defense Logistics Agency (DLA) since 1959. It is used by DLA's Contracting, Finance, and Supply personnel to purchase, pay, and select sources. The CAGE system is also used by two Major Commands, AFLC and AFSC, in their central procurement functions.

The benefits of the CAGE system are:

- (1) Provides one single system for vendor identification at all bases,
- (2) Reduces man-hours spent researching new item requests,
- (3) Improves accuracy and timeliness of vendor record updates,
- (4) Provides future capability to assess vendor performance,
- (5) Provides one code to use for contractor payment,
- (6) Eliminates issuing independent vendor codes at each base.

We recommend the CAGE system be adopted Air Force wide.

ACKNOWLEDGEMENTS

We acknowledge and appreciate the close working relationships that were established between the New Codes Section at DLSC and the systems personnel at Griffiss AFB and Blytheville AFB's Base Contracting Offices.

In addition, we would like to thank all the organizations that participated throughout the study for their valuable help and assistance. The organizations and personnel that have provided assistance or information for completing this study are found in Appendix H, Data Sources.

Also, a special thanks to MSgt John Enoch, HQ SAC/LGC and Mr Chuck Miller, AFLMC/LGY without whose help this project could not have been accomplished.

TABLE OF CONTENTS

	<u>PAGE</u>
ABSTRACT.....	1
EXECUTIVE SUMMARY.....	111
ACKNOWLEDGEMENTS.....	v
TABLE OF CONTENTS.....	vii
CHAPTERS	
1 THE PROBLEM.....	1
Background.....	1
Problem Statement.....	1
Factors Bearing on the Problem.....	1
2 RESEARCH	3
Overview.....	3
System Requirements.....	3
Systems Evaluated.....	3
Recommended System.....	4
3 TESTING THE CAGE SYSTEM.....	5
Purpose.....	5
Factors Bearing on Test.....	5
Summary Statistics and Analysis.....	6
4 BENEFITS OF CAGE SYSTEM.....	7
Summary of Benefits.....	9
5 CONCLUSIONS.....	11
6 RECOMMENDATIONS.....	13
APPENDICES:	
APPENDIX A Functional Area Coordination.....	15
APPENDIX B Initial Conversion Procedures.....	21
APPENDIX C Changes to AFM 70-332.....	29
APPENDIX D Conversion Assessment.....	33
APPENDIX E Systems Evaluation.....	37
APPENDIX F Waiver for using CAGE code for DD350 reporting.....	41
APPENDIX G Data Sources.....	45
APPENDIX H CAGE Users.....	49
APPENDIX I Potential Air Force Savings.....	71
GLOSSARY.....	75
BIBLIOGRAPHY.....	79

CHAPTER 1

THE PROBLEM

BACKGROUND

This study was requested by the Director of Contracting and Manufacturing Policy, Hq USAF/RDC, as a result of a recommendation contained in "A Study of Source Selection for Base Contracting Actions," AFLMC Project 811210, December 1982. In that report, we recommended a system be developed where a common identification number could be assigned to each vendor and used by all Base Contracting and related activities (Finance, Supply, etc.). The Director of Contracting, Hq SAC/LGC co-sponsored this study.

PROBLEM STATEMENT

The current method of identifying vendors in the Air Force is ineffective at base level. Today, each functional activity (Contracting, Supply, and Accounting and Finance) identifies vendors differently. Base Contracting activities use an eight-digit code in the Customer Integrated Automated Purchasing System (CIAPS). Although CIAPS is a standard Air Force system, each Base Contracting activity assigns codes independently. Some Accounting and Finance Offices (AFOs) use locally assigned five-digit numeric codes in their accounts payable systems (APs) to identify vendors for payment. At other AFOs, no vendor coding system is used. Base Supply uses yet another vendor identification system. This system is the standard manufacturer's code, or CAGE code. All systems serve individual functional needs for vendor identification. Today, it is highly conceivable one vendor could have 360 different and incompatible codes at the over 120 bases in the Air Force.

FACTORS BEARING ON THE PROBLEM

The Base Contracting Automated System (BCAS), is being prototyped at three contracting activities. There is also an Accounting and Finance effort to develop an automated Accounts Payable System (APS). These systems are being integrated at one of the BCAS prototype activities and will be implemented throughout the Air Force within two years. In order to achieve interbase operability, there should be a single vendor code to identify each vendor.

The prototype BCAS is based on an on-line CIAPS. Therefore, any system developed or adopted as a result of this study will have to be compatible with CIAPS and work within existing CIAPS parameters.

CHAPTER 2

RESEARCH

OVERVIEW

We obtained information on vendor identification systems from existing data, field trips, and personal interviews. We first determined the requirements of the different functional areas using vendor identification schemes. We then studied existing vendor identification systems to determine which system best meets Air Force requirements. From the analysis we recommended a system to test at two Air Force bases.

SYSTEM REQUIREMENTS

Our first task was to determine the vendor identification requirements of different functional areas that use vendor identification schemes - Contracting, Accounting and Finance, and Supply. Contracting uses vendor codes to identify sources of supplies and services by assigning an eight-digit code to potential vendors and entering that vendor code in the CIAPS source file, in the item file, and in the master vendor file. Accounting and Finance personnel use vendor identification codes to identify vendors in their accounts payable system. Supply uses the manufacturer's code, or CAGE code which serves the following purposes: (1) to identify sources for items in the Federal Supply Catalogs; (2) to classify items prior to stock number assignment; (3) to identify vendors providing suitable substitute items; and (4) to assure compatibility of Air Force management records and Federal cataloging data.

SYSTEMS EVALUATED

We studied existing vendor identification systems to determine if a single system could meet all of the users requirements. We identified and reviewed four potential systems.

The first system we reviewed was the Procurement Automated Source System (PASS) developed for the Small Business Administration (SBA). The PASS was initiated in 1977 to build a data bank of small businesses to foster the small business goals of the federal government. PASS catalogs the following: what type of service a small business offers; if the firm is owned by a female or a minority; how many employees it has; how many years it has been in business; its bonding level; location; telephone number and operating radius; and whether it has been a government contractor or involved in international trade. PASS supports transactions, such as data entry, update, source search, information display, management reports, and file maintenance. Its major shortfalls as a potential system are: it is intended for use as a source file only; it uses key word search for commodity groups; uses full text company name to access a company; and only lists small businesses. Although Base Contracting places a substantial amount of contracts with small businesses it also uses large businesses. Additionally, the PASS system is designed and

maintained by SBA with full text data (no codes) not compatible with CIAPS parameters. We therefore considered this system not feasible.

The next system we investigated was the Dun and Bradstreet, Data Universal Numbering System (DUNS) which has a unique nine-digit number to identify each business. The formula used to create this number is complex, but there are means for identifying parent, affiliated, and subsidiary companies. The Federal Procurement Data Center (FPDC) contracts with Dun and Bradstreet to use the DUNS system for DoD contracting personnel in preparing Individual Procurement Action Reports (DD Forms 350). They use the DUNS numbers because there is no standard code to report to Congress contracting actions over \$25,000. A major shortfall of the DUNS system is the nine-digit code exceeds the parameters of CIAPS which would require the Air Force to make extensive software programming changes to both CIAPS and the future BCAS. Also, the DUNS file contains approximately 120,000 vendors. To adopt it as a standard system for Air Force base-level contracting would mean expanding the size of the file to approximately 450,000 vendors. This would substantially increase the cost of maintaining the file.

At the request of HQ USAF/RDC, we looked at an Air Force Systems Command (AFSC) system called the Automated Management Information System (AMIS). This is a management information system used by AFSC in their central systems contracting. We found the AMIS system currently uses CAGE codes to identify vendors, however, the code characteristics of this system are not compatible with the CIAPS, without considerable modification (see Appendix F).

The final system we reviewed was the Commercial and Government Entity (CAGE) system developed by the Defense Logistics Agency (DLA). CAGE uses a five-digit alphanumeric code to identify vendors. Since 1959 it has been used throughout the DLA contracting community by the purchase, administration, and pay functions. It is currently used within the Air Force by both AFLC and AFSC in their central procurement functions. It is maintained by the Defense Logistics Service Center at Battle Creek, MI.

RECOMMENDED SYSTEM TO TEST

Our next step was to select a system. The CAGE system was chosen because it is the only system evaluated which fully meets all Air Force requirements. Appendix F, Systems Evaluation, describes our analysis in detail.

CHAPTER 3

TESTING THE CAGE SYSTEM

After determining the CAGE system was the appropriate choice, we then analyzed the process necessary to convert the current CIAPS vendor files to the CAGE system. Procedures were established to minimize the impact on the Base Contracting mission during the conversion.

The conversion test involved an initial base to establish procedures and a follow-on base to verify and finalize these procedures. The initial test base was Blytheville AFB, AR, and the follow-on base was Griffiss AFB, NY.

PURPOSE OF TEST

The purpose of the test was to analyze the complete process and document the impacts of converting from the CIAPS vendor codes to the CAGE codes. (See Appendices C, D, and E.)

FACTORS BEARING ON TEST

Several assumptions were considered:

- (1) Reformatting of the CIAPS file tapes for use by DLSC could be accomplished.
- (2) DLSC could accommodate the additional workload requirements in a timely manner.
- (3) DLSC could provide the Air Force with a tape in CIAPS - Delete or change vendor code (DVC) format after new code assignments.
- (4) The conversion process would not interfere with base contracting's mission.
- (5) Any resistance to change could be overcome with proper training and communications.
- (6) The change could be made and all CIAPS vendor code control fields would be maintained.

NOTE: Although vendor identification codes are maintained independently at each Base Contracting activity, they all use the Air Force standardized ADP system, CIAPS, for file management. This standardized environment makes conversion procedures uniform.

SUMMARY STATISTICS AND ANALYSIS

Blytheville's vendor file contained 4,894 vendors. Of these 51% (2,495) were already contained in the CAGE system, 29.7% (1,453) were assigned new CAGE codes, 8.5% (414) were duplicate vendors, and 10.8% (532) were withdrawn. Of the 532 vendors withdrawn, most were no longer in business or had changed their names.

Griffiss' vendor file consisted of 5,492 vendors. Of these 53% (2,955) were CAGE vendors, 41.3% (2,268) were issued CAGE codes, and 4.9% (269) were withdrawn.

After we converted both Blytheville and Griffiss AFB's files to CAGE, we compared the files to determine the number of vendors in the Blytheville file which matched those in the Griffiss file. The number of vendor matches between the two files was 368.

In addition to the two bases converted, DLSC screened the vendor file from Maxwell AFB, AL. Thirty-four percent of Maxwell's vendors were identified as exact matches to vendors in the CAGE system.

The numbers show a substantial portion of the vendors used by the test activities were already contained in the CAGE system. This means we have a lot of duplicate work going on in the federal government in the way of files maintenance that could be eliminated.

CHAPTER 4

BENEFITS OF CAGE SYSTEM

Adoption of the CAGE system will provide many benefits to the logistics family in the acquisition cycle. A summary of these benefits follows.

- ONE SYSTEM TO IDENTIFY VENDORS AT ALL BASES

By adopting the CAGE coding system, Base Contracting, Accounting and Finance, and Base Supply will have one system to buy, pay, and select sources. This would enhance the communications between these parties.

- FEWER HOURS TO IDENTIFY "NEW ITEM" SOURCES

Base contracting will use fewer man-hours identifying "new item" sources. Using less hours could save the Air Force up to \$1.5 million annually (see Appendix J).

- SMALLER BASE CONTRACTING FILE SIZES WITH MORE UTILITY

The CAGE conversion procedure we developed uses existing CIAPS capabilities to delete inactive vendors from the Master Vendor and Master Source listings, SJ053-67R, P, L, and T. This decreases computer processing time, saves print time, paper, research time, prevents unnecessary inflation of Master Vendor and Master Source Files, and more importantly, increases the viability of the respective files and automated source selection procedures. We estimate this could save the Air Force \$1.5 million annually.

- ONE CODE TO PAY CONTRACTORS

The Accounting and Finance Office of the Future is now prototyping its Automated Accounts Payable System with the Base Contracting Automated System at Lowry AFB. Finance is now using the vendor code provided by Contracting to identify contractors for payment.

When CAGE is adopted, Air Force Finance Office personnel will use a single code to pay vendors. This has obvious possibilities for Finance to regionalize and consolidate payments to contractors.

- ISSUING AND ASSIGNING VENDOR CODES WILL BE UNNECESSARY AT EACH BASE

Adopting the CAGE vendor code, assignment will be done by the Defense Logistics Services Center. If a vendor already has a CAGE code, the Base Contracting Office will use the CAGE code catalog to enter the number in the contracting system. If not, the vendor information will be sent to DLSC for permanent code assignment.

- USE FOR CONTRACT REPORTING

Base Contracting, after converting to the CAGE coding system, will be able to use the CAGE number for contract reporting (DD Form 350) in lieu of using the DUNS number. This will save many man-hours since base contracting will maintain only one numbering system for contract reporting. We estimate over 5000 man-hours can be saved per year. This estimate is based on using 15 minutes per transaction for an estimated 20,000 reports (DD Form 350) annually.

DLA has already obtained a waiver to use the CAGE code in lieu of the DUNS number to report contracting actions above \$25,000 on DD Forms 350. A policy change to allow use of the CAGE code for contract reporting of all actions will permit the Air Force to use only one common numbering system.

- IDENTIFY BIDDERS ON DEBARRED AND SUSPENDED BIDDERS LIST

Contracting personnel are required to manually check the debarred/suspended bidders list prior to solicitation. CAGE codes will virtually eliminate this manual search. Using CAGE, bases could do a simple number search the way retail outlets validate credit cards. Using 15 minutes to check the list for each of approximately 20,000 contracts awarded by bases annually, we estimate 5,000 hours could be spent on other much needed tasks.

- PROVIDES FOR COLLECTING AWARD INFORMATION

Because there are no universal codes for vendors, Base Contracting personnel have a very limited capability to obtain accurate data on total value of contracts awarded to individual contractors. With CAGE codes for all contractors, it will be possible to determine amounts awarded. This will help assure the status of companies claiming to be small businesses.

- COLLECT INFORMATION ON CONTRACTOR PERFORMANCE

A single vendor code will offer the Air Force the capability to quickly obtain information on contractor performance. As the capability of BCAS is increased, we expect this information will be accessible using a common CAGE number. Information on contractor performance will be maintained at each base and consolidated at the major command or Air Force level. This will aid in avoiding awarding contracts to contractors with poor performance records.

- UPDATE BASE SUPPLY RECORDS

If we adopt the CAGE system, we could use the CAGE number from Supply for source identification. We could also update source records for Supply. If the source of supply has changed, contracting can immediately update the appropriate item file, which allows supply to make changes in their item records.

- POTENTIAL FOR ONE FEDERAL CONTRACTOR CODE

Thousands of contracting offices in the federal government buy supplies, services, and construction on a daily basis. Numerous codes are used by contracting offices, paying offices, and the supply offices to identify vendors. Adopting the CAGE system by the federal government as the single government contractor identification system will be a major step in producing greater efficiency and effectiveness in the acquisition system.

SUMMARY OF BENEFITS

The adoption of the CAGE system for Air Force base-level contracting will provide benefits to several functional areas involved in the acquisition cycle. The following is a summary of the benefits.

- Creates one system for vendor identifying vendors at all bases.
- Reduces the number of man-hours spent identifying "new item" sources which could save the Air Force up to \$1.5 million.
- CAGE will help decrease the size of the vendor and source files and should increase their utility.
- Finance will have one code for paying contractors.
- Eliminates Base Contracting issuing and assigning unique vendor codes at each base.
- CAGE will be used for contract reporting.
- CAGE will be used to preclude awarding contracts to vendors on the debarred/suspended bidders' list.
- CAGE will be used to collect award information and information on contractor performance.
- CAGE will be used to update Base Supply's records.
- CAGE offers the opportunity for standardizing the federal contractor coding system.

CHAPTER 5

CONCLUSIONS

The current system to identify vendors is inefficient. Each Base Contracting Office assigns unique vendor codes for contractors. For example, if General Electric did business with 120 Air Force Base Contracting Offices, they could have 120 completely different vendor codes. Also, since Accounting and Finance assigns codes to vendors in many instances which are different than the contracting codes, General Electric would also have 120 completely different finance codes. Finally, since Supply uses the CAGE code, which is different from both the Contracting and Finance systems, General Electric would have three different vendor identification codes at each Air Force base. With these multiple vendor coding systems, it would be virtually impossible for the Air Force to develop a system to cross reference contractor information electronically from one functional area to another.

The Defense Logistics Service Center already maintains CAGE codes for approximately 50% (about 225,000) of Base Contracting's vendors. Expanding this data base to include all vendors and adopting it as the single vendor identification method will allow all base functional areas to share a common vendor code.

Without the CAGE system, the current CIAPS and the future BCAS will necessitate using an independent (DUNS) reporting system for contract reporting (DD Form 350) requirements. Savings through increased productivity will result after eliminating the need to maintain separate systems for contract reporting and vendor identification.

We effectively converted and successfully tested a common data base system at two Base Contracting activities. CAGE, the system tested, is compatible with CIAPS and works within the existing CIAPS and future BCAS parameters. CAGE codes are already used extensively in DoD and GSA cataloging, supply and procurement systems. The CAGE system is currently used by 116 government activities (see Appendix I). CAGE provides codes for U.S. manufacturers and non-manufacturers as well as some manufacturers in NATO countries.

We believe a common contractor identification system must be integrated within the purchasing, receiving, and paying functions at base level. The CAGE system offers this possibility.

CHAPTER 6

RECOMMENDATIONS

Recommend:

1. Approve adoption of the CAGE system for Base Contracting activities. (OPR: HQ USAF/RDC)
2. Create a memorandum of agreement with the Defense Logistics Agency (DLA) to detail specific responsibilities of each organization converting to the CAGE system. (OPR: HQ USAF/RDC)
3. Task DSDO/LGC to implement the required changes to AFM 70-332, and AFM 171-332, Customer Integrated Automated Purchasing System, to expedite the conversion process. The information in Appendices B and C should be used. (OPR: HQ USAF/RDC)
4. Task HQ SAC/LGC to provide procedures for Air Force conversion to CAGE codes. (OPR: HQ USAF/RDC)
5. Direct each major command and separate operating agency to appoint an OPR to be responsible for converting their respective Base Contracting activities. (OPR: HQ USAF/RDC)
6. Negotiate a waiver or policy change to allow bases to use the CAGE number for contract reporting in lieu of using the DUNS number. DLA already has such a waiver (see Appendix G). (OPR: HQ USAF/RDC)
7. Recommend to the Office of Federal Procurement Policy (OFPP) the CAGE system be adopted as the single vendor identification system for the Federal Government. (OPR: HQ USAF/RDC)
8. Direct each major command and separate operating agency to establish requirements for DD Form 2051 and H8-1/H8-2 microfiche listings. These are long lead items and will enhance conversion when formal procedures are devised by HQ SAC/LGC.

APPENDIX A
FUNCTIONAL AREA COORDINATION



DEPARTMENT OF THE AIR FORCE
AIR FORCE LOGISTICS MANAGEMENT CENTER
GUNTER AIR FORCE STATION, AL 36114

REPLY TO
ATTN OF CC

14 MAY 1985

SUBJECT Single Air Force Vendor Identification System

TO DSDO/CC

1. The Air Force Logistics Management Center was tasked by HQ USAF/RDC to either develop or identify a single vendor coding system for contractors doing business with Air Force base contracting activities. Today, each base contracting office has a process to create their own vendor codes. However, since each contracting office assigns codes locally, each contractor's code is different at every location.
2. In our analysis we identified one coding scheme that meets all of base contracting's needs. The coding scheme is the Commercial and Government Entity (CAGE) System managed by the Defense Logistics Service Center, Battle Creek, MI.
3. CAGE is a five-digit alpha-numeric code that has been used throughout the Defense Logistics Agency (DLA) since 1959. It is used by DLA's contracting, finance, and supply personnel to purchase, pay, and select sources. CAGE system is also used by two MAJCOMS, AFLC and AFSC, in their central procurement functions.
4. We have already coordinated, informally, the acceptability of the CAGE system with the contracting and supply offices of the Air Force Data Systems Design Office. They have stated the CAGE system meets their requirements.
5. We also informally coordinated with Mr. Tom Sawyer of the Accounting and Finance Office of the Future's office on the acceptability of CAGE to their Accounts Payable System (APS). Mr. Sawyer stated that CAGE would meet Accounting and Finance's requirements also. Their formal coordination will be included in the report.
6. To finalize our report to HQ USAF/RDC, please provide your concurrence of the use of the CAGE system by endorsement to this letter. This will be included in our final report. If you have any questions on this matter please call the project manager, SMSgt Robert S. Urey Jr., AV 446-4085. Your immediate attention to this request is appreciated.


WILLIAM E. DURRES
Colonel, USAF
Commander



DEPARTMENT OF THE AIR FORCE
DATA SYSTEMS DESIGN OFFICE (AFCC)
GUNTER AFS AL 36114-6340

262

B 6

14 MAY 1985

REPLY TO
ATTN OF CC

SUBJECT Single Air Force Vendor Identification System (Your Ltr, 14 May 85)

TO AFLMC/CC

A vendor code is not used in the Standard Base Supply System (SBSS) and the CAGE system would not impact. The Contracting Systems Division concurs with the CAGE system.


JAMES D. THOMPSON
Colonel, USAF
Commander



DEPARTMENT OF THE AIR FORCE
AIR FORCE LOGISTICS MANAGEMENT CENTER
GUNTER AIR FORCE STATION, AL 36114

REPLY TO
ATTN OF CC

10 May 1985

SUBJECT Single Air Force Vendor Identification System

TO AFO of the Future
AFAFC/CPB
Lowry AFB, Denver, CO 80279

1. The Air Force Logistics Management Center was tasked by HQ USAF/RDC to either develop or identify a single vendor coding system for contractors doing business with Air Force base contracting activities. As you know today, each base contracting office has a standard process to create vendor codes using AFM 70-332. However, since each contracting office assigns codes locally, each contractor's code is different at every location.
2. In our analysis we identified one coding scheme that meets all of base contracting's needs. The coding scheme is the Commercial and Governmental Entity (CAGE) System managed by the Defense Logistics Service Center, Battle Creek, MI.
3. CAGE is a five-digit alpha-numeric code that has been used throughout the Defense Logistics Agency (DLA) since 1959. It is used by DLAs contracting, finance, and supply personnel to purchase, pay, and select sources. CAGE system is also used by two MAJCOMS, AFLC and AFSC in their central procurement functions.
4. We have already coordinated the acceptability of the CAGE system with the contracting and supply offices of the Air Force Data Systems Design Office. They have stated the CAGE system meets their requirements.
5. We did informally coordinate with Mr. Tom Sawyer of your office on the acceptability of CAGE to the Accounting and Finance Office of the Future's Accounts Payable System (APS). Mr. Sawyer stated that CAGE would meet your requirements also.
6. To finalize our report to HQ USAF/RDC, please provide your concurrence of the use of the CAGE system by endorsement below. This will be included in our final report. If you have any questions on this matter please call the project manager, SMSgt Robert S. Urey Jr., AV 446-4035. Your immediate attention to this request is appreciated.

Keith E. Burres
KEITH E. BURRES
Colonel, USAF
Commander

1st Ind, AFAFC/CPB

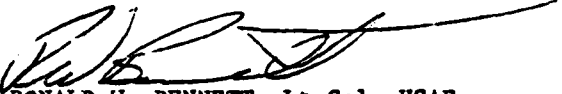
17 MAY 1985

TO: AFLMC/CC

1. We agree with the objective of an Air Force standard coding system for individual vendor codes of contractors doing business with the U.S. Air Force. However, the system should have the capability of:

a. Identifying local firms (including small proprietorships) that do business with a single base (i.e., designated coding series reserved for local assignment).

b. Identification of individual local distributors (i.e., beverage firms) of national firms that BCOs have contracted with and to whom payments will be made.



RONALD W. BENNETT, Lt Col, USAF
Program Manager
AFO of the Future Program Management Office

APPENDIX B
INITIAL CONVERSION PROCEDURES



APPENDIX B
INITIAL CONVERSION PROCEDURES

TABLE OF CONTENTS

Section A - Overview.....	23
Section B - Preparations for Conversion.....	24
Section C - Purification of existing CIAPS files.....	26
Section D - Instructions for Completion of DD Form 2051.....	28

Section A

Overview. These initial conversion procedures are provided as guidance for converting your CIAPS vendor codes to CAGE codes and will only be effective until formal procedures are developed.

While using these initial procedures you will be working with the Air Force Logistics Management Center (AFLMC). This Appendix will provide you with the initial instructions necessary to prepare your office for the conversion. You will be guided through the initial preparations such as acquiring the forms and publications as well as the special equipment needed. The detailed procedures will then show you how to weed out the unnecessary vendor files in your data bank.

Section B - Preparing for Conversion

Introduction: The most important part of converting your CIAPS vendor codes to CAGE codes is the initial preparation taken to prepare your files so you have a clean vendor file to work with. Much time can be saved by accomplishing a few preparatory steps. The impact the conversion has on your daily operations will be a direct reflection on how well you prepare yourselves and your CIAPS files beforehand.

Preparing for conversion: You will need to acquire several items prior to starting the conversion process. These items have long leadtimes for delivery and should be requested well in advance of the conversion.

Establish a permanent publications requirement for the CAGE cataloging handbook, H8-1/H8-2, microfiche, "Name to Code and Code to Name." The CAGE Cataloging Handbook (H8-1/H8-2) is a bi-monthly publication, and all users should have the most recent edition available for their use. Problems, contact DLSC (Mr Ray Collins), AV 369-6663, FTS 372-6663, or (616) 962-6511, ext. 6663.

Note: It may take up to 90 days to fill your initial requirement, so see your publications OPR now.

Establish a permanent publications requirement for DD Form 2051, Request for Assignment of Commercial and Government Entity (CAGE) code, this form may be locally overprinted to insert recurring information items.

Note: It may take up to 60 days to establish your initial requirement.

Ensure your office has a serviceable and working microfiche card reader available as it will be needed to research and assign new vendor codes.

So vendors understand what is happening, you may want to develop or revise your standard form letters to include instructions for completing the DD Form 2051 (see Section D, for instructions on completing the DD Form 2051).

To issue a CAGE code DLSC must, in some instances, call the vendor to verify certain information, for example, business status. Some local vendors resist giving DLSC personnel information on their business status over the phone. You should consider a local media release to inform area vendors of the conversion to the CAGE system and conversion procedures. Another option would be, to develop a form letter which could be sent to local vendors.

You will be interested in seeing the results of performing the preparatory steps for converting to the CAGE system. Even though not specifically attributable to the conversion, you will directly benefit from keeping your files purged on a continual basis. Request a listing of your "daily run times" (this is the actual time the computer uses to complete your daily run) from your local DPI for the last 30 days before the conversion. You will be getting the times again after the conversion for comparison. This data can be used later to determine how much computer time has been saved by purging your files. This is important, so do it now.

***** Problem Area *****

Long lead time required to establish requirements, 60 days for DD Form 2051, and 90 days for H8-1/H8-2 Microfiche listings. BE PREPARED by establishing your requirement now.

Section C - Purification of Existing CIAPS Files

Now that the preliminary steps have been accomplished it is time to start the actual preparations to convert your CIAPS vendor codes to CAGE codes. Basically, you need to delete all PSC/SUF codes that have not been used in the past 13 months and then delete the corresponding source file records.

Purging the source and vendor files are some of the most important steps in the process. If they are not accomplished conscientiously, you will be creating more work for yourself later. Purging the source and vendor files is a two-step process. In the first step, you will be deleting all unnecessary PSC and SUFFIX codes from your files. Listings are compared to delete unnecessary PSC/SUF codes and tailor the master PSC/SUF listing. In the second step, vendors will be identified that no longer have any PSC/SUF codes in the source file. You will need to determine if these vendors are excess to your vendor file and, if so, delete them. Retaining them only increases processing time for the base DPI. When this is accomplished you will have sources for only those items purchased in the last 13 months in your source file and only vendors that can supply these items. All source codes and vendors not required must be removed.

Purging The Source File. This step will produce a listing containing the PSC/SUF of items purchased over the last 13 months including the number of vendors loaded for these items, indicate all source records for which there are no matching item records, list all item records for which there are no matching source records, and list PSC/SUF codes to be deleted.

The base will screen the listings and determine which PSC/SUF codes are to be deleted. Now for the actual steps to accomplish this.

PURGING THE SOURCE FILE:

Execute Selected Procurement Source Class Suffix Transaction, program NRR740, with selection parameter "all." This program will generate a Procurement Source Class and Suffix listing, SJ053-74P. This will show you what PSC/SUF codes are loaded in your system.

Execute an AFOLDS retrieval against the item file to produce a listing of PSC and Suffix codes.

Review the AFOLDS retrieval against the Procurement Source Class and Suffix listing, SJ053-74P. Procurement Source Class Delete (PSCD) transaction cards need to be prepared for all unused (supply type) procurement source classes.

Review the Purged Purchase Requisition Records listing, SJ053-33A, against the Procurement Source Class and Suffix listing, SJ053-74P. Run an AFOLDS retrieval against the PR file for services PSC and Suffixes. You will need to prepare Procurement Source Class Delete (PSCD) transaction cards to delete all (service type) source classes not performed at your base. Due to AFM 70-332, Change 21, this procedure is not recommended for deleting individual class subdivisions' suffix codes. Coordination with the Services Branch Chief will be required to delete unused individual subdivisions, suffix codes.

Consolidate all Supply and Services Procurement Source Class Delete (PSCD) cards and execute Procurement Source Class/Suffix Transaction, Program NNR720. This program will update the PSC Suffix Master File.

Execute Selected Procurement Source Class Suffix Transaction, program NRR740. The resulting listing will have an "X" next to all unneeded PSC/suffix codes and will prevent their printing on Individual Procurement Source Class and Suffix listings, SJ053-74P, mailed to prospective vendors.

The source files have been purged. Now for the vendor file purification program. You will need to pay close attention to contract vendors. If a contract vendor is loaded against an expired contract you will need to prepare a DC1 transaction to change the contract expiration date so the vendor purges from the file.

PURGING THE VENDOR FILE:

Execute Master Vendor (Name Sequence), and Master Source List, Program NRR670, with card column 10 coded "2" and column 11 coded "1". This program will generate: Master Vendor (Name Sequence), SJ053-67R and Master Source List (PSC and Suffix Sequence), SJ053-67L.

Review the Inactive Vendor Listing, SJ053-43P (use the listing produced at the close of the past fiscal year, last September). Compare this listing against the Master Vendor (Name Sequence) listing, SJ053-67R, to identify inactive vendors. Vendors that have been loaded into the vendor file within the past 12 months should be considered active even though the listing does not show any actions. Prepare Open Market Vendor Delete (DD9) transaction cards to delete remaining inactive vendors (regardless of size, disadvantaged status or whether women-owned). Execute Mass Vendor Delete, Program NRR620, and input the Open Market Vendor Delete (DD9) card deck.

Section D - Instructions for Completion of DD Form 2051

Forward copies of DD Form 2051, "Request for Assignment of Commercial and Government Entity (CAGE) Code," to the firm. The firm will complete Section B, blocks 1-10c including the authorized signature, and return it to the Base Contracting Activity. After the firm has completed Section B, blocks 1-10c, the requesting activity shall review the form for accuracy and completeness.

The form must include the correct company name, a street address, city, state and ZIP code. P.O. Boxes are optional. A code will not be assigned to a firm with only a P.O. Box listed as an address, nor will codes be assigned to an "In Care Of" or "Doing Business As." The form must be signed by an official of the firm. Unsigned forms will be returned to the requesting activity and will only cause unnecessary delay.

Blocks 1-4c, Section A of the form are completed by the requesting activity. Skip blocks 3a and 3b.

The completed DD 2051 will be forwarded by the Contracting Office to:

Defense Logistics Services Center
ATTN: DLSC-FBA
Federal Center
Battle Creek, MI 49016.

APPENDIX C

Changes to AFM 70-332

APPENDIX C

Changes to AFM 70-332

The following changes should be incorporated into AFM 70-332.

A15.1.1 (Added) Issuance of SF 129 Packages and Indexes.

DD Form 2051, Request for Assignment of Commercial and Government Entity (CAGE) Code, will be included in the package sent to vendors being established in the source and vendor files.

A15.1.2 (Added) Returned SF 129 Packages and Indexes.

The returned DD Form 2051, will be reviewed upon receipt for accuracy and completeness. The form must include the correct company name, a street address, city, state and zip code, P.O. boxes are optional. A code will not be assigned to a firm with only a P.O. box listed as an address, nor will codes be assigned to an "In Care Of" or "Doing Business As." The form must also be signed by an official of the firm. Completed forms will be forwarded by each Air Force Base Contracting Office to the Defense Logistics Service Center (DLSC), Attn: DLSC-FBA, Federal Center, Battle Creek, MI 49016.

A15.1.3 (Added) Disposition of Vendor Information Source Documents (i.e., SF 129).

DLSC written notification of H8 code assignments will be attached to vendor source documents selected for retention.

A15.1.4 (Added) Annual Vendor Summary.

Inactive vendor review procedures will consist of the following steps.

Determine if vendor has procurement source classes loaded on the Master Source Listing (Vendor Code Sequence), SJ053-67T. If no sources are loaded, vendor should be sent, utilizing the mailing labels provided, a new FSG Index with instructions on the use of the index. A firm suspense date should be clearly stated in the cover letter with a statement specifying that, if the vendor fails to respond within the period specified, action will be taken to delete the vendor's records from the files.

If the vendor has source codes loaded on the Master Source listing (Vendor Code Sequence), SJ053-67T, the Base Contracting Office shall notify the vendor in writing, utilizing the mailing labels provided, of its intention to delete the vendor from its mailing list, unless otherwise notified. A firm suspense date should be clearly stated in this letter to provide adequate time for the vendor to request retention on the mailing list.

A15.1.6.1 (Replaced) Vendor Code (First Six Positions).

The first character will always be zero; the second through sixth character will be alpha, numeric or a combination of both (an exception is for a woman-owned business, see para A15.1.8). Code assignment will be controlled by DLSC and the CAGE Cataloging Handbook (H8-1/H8-2), a bi-monthly publication.

A15.1.8.1 b. (Deleted)

A15.1.8.1 c. (Deleted)

APPENDIX D
CONVERSION ASSESSMENT



APPENDIX D

CONVERSION ASSESSMENT

During the conversion of the test bases, several problems were encountered. The following is a list of the problems and the actions taken to resolve them:

***** Problem *****	*****Resolution*****
DLA will accept only standard commercial telephone numbers on DD Forms 2051. "800" toll free numbers are not acceptable.	Some "800" numbers are not accessible from all areas. Suggest you give commercial number also.
The DLA "priority" call-in system proved to be inadequate and unsupportive.	DLA corrected this by requesting callers to specify the date and time the code is needed.
Microfiche research is time-consuming, a major cause of dissatisfaction, and is complicated by the bi-monthly update.	DLA is considering a recommendation to provide a dial-in telephone link to expedite research of codes on a real time basis.
Delay in converting CIAPS codes to CAGE codes (approximately 90 days) allowed numerous contracts to expire and resulted in "From Vendor Code Not On File" errors during the conversion.	DLSC is using new procedures for code assignments, and this should reduce the time to about 4 weeks. Another solution would be to change the expiration date of the contract.
DLA assigned multiple codes to the same vendor. Example, if a vendor had an open market vendor code, a Blanket Purchase Agreement, or GSA Federal Supply Schedule, each entry received an individual CAGE code instead of the same code. This resulted in "Rejected - Duplicate From Transaction" errors during conversion.	This was a problem at Griffiss. DLSC assigned new team members to do the conversion and they misunderstood instruction. This has been corrected.
Due to delay in processing and multiple vendor code assignments, Griffiss AFB experienced approximately 1142 error notices during processing (Note: approximately 40 percent were informational and did not affect processing).	The changes in procedures should eliminate most of the error notices.

The following areas are anticipated to impact on the conversion and should be used to plan your conversion so it creates the least amount of additional work following conversion.

The immediate impact to the contracting office will be in the form of converting codes contained on Open Purchase Requests and Active Contracts. These documents will require manual intervention for recoding prior to CIAPS input. Failure to recode these documents will result in Procurement Notice 0222, Award Transaction, or HC2 Reject.

Long lead time is required to establish requirements - 60 days for DD Form 2051 and 90 days for H8-1/H8-2 Microfiche listings.

NOTE: Procedures used during the conversion were effective, however time-consuming. For this reason we recommend HQ USAF/RDC task HQ SAC/LGC to develop alternative procedures. HQ SAC/LGC has identified such a plan for all SAC bases. They have identified a manual system for conversion, which will take considerably less time, and also avoid many of the problems identified under this test conversion.

APPENDIX E
SYSTEMS EVALUATION



APPENDIX E
SYSTEMS EVALUATION

Introduction:

The following is our rationale in choosing the CAGE system.

The Data Systems Design Office is using CIAPS to prototype the new Base Contracting Automated System (BCAS). Any vendor identification technique selected must be adaptable without major changes to the current CIAPS structure.

The CIAPS system uses an eight-digit code to identify vendors. It contains three control fields, four non-control fields, and an alpha identifier.

CIAPS CODE: C N N N N A C C

C = Control field

N = Non-control field

A = Alpha identifier

When BCAS is implemented, the first position of the CIAPS code will be dropped but the seventh and eighth positions will be maintained as control fields. So, we were limited to five positions.

The following shows specific code characteristics of the systems reviewed:

	AMIS	PASS	DUNS	CAGE
Code length (digits)	5*	**	9	5
Adaptable (with changes to CIAPS)	YES	YES	YES	YES
Adaptable (without change to CIAPS)	NO	NO	NO	YES

* As a management information system would require considerable changes to CIAPS.

** PASS system does not use a vendor code. It uses full text name and address.

Although the CAGE system is the only one which can be implemented without changing the CIAPS system, there were many other attributes of this system we considered in our selection process.

-- This system currently contains approximately 320,000 contract sources located in the U.S. and foreign countries.

-- The CAGE files contain all the information required to make source selections and awards at bases.

-- CAGE will provide continuity in vendor identification and also can be used for contract reporting after acquiring the proper waiver.

-- This system is currently used throughout DLA for vendor identification, contract administration, national stock number assignment, and DD Form 350 reporting.

-- CAGE is also currently used by 116 other Government organizations, and was just recently approved to be the standard vendor coding system for the U.S. Army Materiel Command's 45 contracting activities. Of the 116 users, 18 are Air Force activities, 22 Army, 2 Marine, and 36 are Navy activities. All of the current users are listed in Appendix I.

The CAGE codes also interface with and provide support for the following:

-- National Stock Number (NSN) assignment/processing. The NSN is a 13-digit number assigned by DLSC to an item of supply that is stocked, stored and issued within the Federal Catalog System. The CAGE codes identify the source of supply associated with that NSN. Approximately 4.5 million NSNs are currently contained in the Federal Catalog System.

-- Reference Number Identification. The CAGE code identifies the design control source on over 9 million reference numbers or manufacturers' part numbers currently recorded in the Federal Catalog System.

-- Mechanized Screening for Item Entry Control. Provide the mechanical means to screen incoming transactions using the CAGE code and the manufacturer's part or reference number to prevent duplicate items of supply from entering the Federal Catalog System.

-- Documentation Identification. Provides for a standard method of identifying a design control document (drawing, specification, standard, etc.) and the source. Also used to identify source of supply on "Qualified Products Lists" attached to military specifications.

-- Provisioning Screening. Using the CAGE code and the manufacturer's part or reference number, enables the user to mechanically screen items of supply in the Federal Catalog System to determine if an item is already in the system.

-- Identifies Procurement Sources. The CAGE code will provide users with a standard coding structure which will provide support for automated procurement programs and identify a manufacturer or contractor.

-- Military Standard Contract Administration Procedures (MILSCAP). The CAGE code provides users in this program with a standardized identification of manufacturers and suppliers in the exchange of contract administration data.

-- Standard Automated Materiel Management Systems (SAMMS). Provides standard coding structure in support of various automated bidders files and procurement oriented programs. It is used at DLA Centers.

-- Mechanization of Contract Administration Services (MOCAS). Provides for the identification of contractors throughout the Defense Contract Administration Services (DCAS) community in support of contract administration, fast pay processing, contract abstracting, quality assurance functions, shipping, etc.

-- Industrial Security. Used by the Defense Investigative Services (DIS) to identify contractors requiring security clearances.

-- Identifies Contractors with Government Property. Provides the Defense Industrial Plant Equipment Center (DIPEC) the means to identify contractors who have government property in use at their company.

-- Socioeconomic Information. Provides such data as size of business, minority-owned, woman-owned and type of business to procurement specialists.

-- Corporate/Affiliate Relationships. Provides for the identification of corporate affiliates in support of procurement reporting.

-- Publications. Provides the information necessary for the publication of technical manuals, cataloging handbooks, etc.

These uses, although currently outside Air Force base-level contracting, could be adopted to provide other time saving benefits to the Air Force and the entire Federal Acquisition process if the CAGE system is adopted for use.

DLSC's CAGE system is currently undergoing an optimization/redesign effort. Enhancements will include the addition of FIPs data, transmission of economic data via AUTODIN, providing for on-line interrogation by external activities, expanding the ZIP code field to nine positions, and studying the feasibility of transmitting new code requests electronically.

APPENDIX F

Waiver for Using CAGE Code for DD Form 350 Reporting



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
CAMERON STATION
ALEXANDRIA VIRGINIA 22314

DLA-PPR
CONTRLTR 82-19
DAR DEV. 82-29

12 JULY 1982

SUBJECT: Contractor Codes, Item 6A, Individual Procurement Action Report
(DD Form 350)

TO: Heads of Primary Level Field Activities
(LESS: DDMP, DTIC, OSAC, DCASRs)

1. At its regular meeting on 28 May 1982, the DAR Council approved the use of Defense Logistics Services Center (DLSC) Commercial and Government Entity (CAGE) codes by DLA Contracting Activities in reporting contractor codes in Item 6A (DUNS Contractor Establishment Number) of the DD Form 350.
2. The following revision to DAR 21-112 and 21-112.1 is for DLA Contracting Activities' use in completing Items 6 and 6A of the Individual Procurement Action Report (DD Form 350) for the effective period of this DAR Deviation:

"21-112 Item 6, Contractor Identification. Enter the five position Federal Supply Code for Manufacturers/Non-Manufacturers and name of the organizational entity receiving the award as shown in the H-4 or H-8 portion of the Commercial and Government Entity (CAGE) publications issued by the Defense Logistics Services Center (DLSC). These are the codes specified for identifying contractors as set forth in DoD 63M, DAR 3-608(b)(ii) and DAR 16-104.1(a)(2). For 8(a) awards placed with the Small Business Administration, enter in item 6 the code and name of the concern performing the contract.

Emergency Assignments of up to 20 codes may be obtained by calling DLSC at Autovon 369-6468 (recorder) or 369-6727 (personal contact). Additional information regarding: assignment of more than 20 codes; automatic distribution of microfiche, computer tapes or autodin updates; problems; or routine assignment of codes may be obtained by calling Autovon 369-6814 or 369-6623. Activities without autovon capability may call Area Code 212-692-6511 and ask for the extension indicated above. Current turnaround time is approximately two hours from receipt of the request to your notification of the code(s) assigned. Activities with FTS capability may use FTS No. 372 plus extension indicated above.

21-112.1 Item 6A (reserved) - DLA-PA will enter this data in accordance with established instructions."



DLA-PPR PAGE 2

SUBJECT: Contractor Codes, Item 6A, Individual Procurement Action Report
(DD Form 350)

3. This deviation from DAR 21-112.1, to use DLSC CAGE Codes in lieu of the Dun and Bradstreet (DUNS) numbers, is approved for the period 1 October 1982 through 30 September 1984.

4. This CONTRLTR remains in effect until the deviation expires at the close of business on 30 September 1984.

FOR THE DIRECTOR:

cc:
DCSC-P
DESC-P
DFSC-P
DGSC-P
DISC-P
DPSC-P
DASC-IS
DLA-Z (DARPO-A)



R. F. CHIESA
Executive Director
Contracting

APPENDIX G
DATA SOURCES

APPENDIX G

DATA SOURCES

The following personnel and organizations provided data in the completion of this project:

HQ USAF/RDC
Washington D.C.

AFDSO/LGC
Gunter AFS, AL 36114

Defense Logistics Service Center (DLSC)
DLSC-FBA
Battle Creek, MI

AFLMC/LGS
Gunter AFS, AL 36114

AFLMC/LGY
Gunter AFS, AL 36114

Headquarters Army Materiel Command
HQ AMC/AMCFF-SO
ALEXANDRIA, VA 22333-0001

Defense Logistics Agency
Cameron Station, Alexandria, VA 22314

Small Business Administration
Southeast Regional Office
Atlanta, GA 30367

Federal Procurement Data Center (FPDC)
Grafton T. Biglow, Acting Director
4040 N. Fairfax Drive
Arlington, VA 22203

Commander, Naval Electronic Systems Command
Contracts Directorate - ELEC 2013
Washington, DC 20363

Air Force Systems Command
Capt Cook, AMIS Action Officer, Hq AFSC/PMQ
Andrews AFB, MD

MWR/SSFA
Mrs. E. Mudd, MWR/SSFA
Kelly AFB, TX

San Antonio Air Logistics Center
SAALC/PMXD
Kelly AFB, TX

William Davisson
Professor of Economics
University of Notre Dame

Base Contracting Office
97 BMW/LGC
Blytheville AFB, AR

AFAFC
Mr. Tom Smith
Lowry AFB, CO

APPENDIX H

CAGE USERS



APPENDIX H

CAGE USERS

UNITED STATES ARMY

U.S. Army Communication Command
Ft. Huachuca, AZ 85613
ATTN: Virginia Mavery CC-LOG-LO-SL
PHONE: (602) 538-1500

Army Procurement Office
Ft. Bliss, TX 79919
ATTN: Charles Nelson
PHONE: (915) 568-7406

U.S. Army Command Communication Electronic Command Systems
CSA Procurement Branch Communication/TMDE
Ft. Monmouth, NJ 07703
ATTN: Mrs. Freedman DRSEL-PC-C (multiple users)
PHONE: (201) 532-4241

U.S. Army Command Communication Electronic Command Systems
Procurement & Production Directorate
Special Items Branch
Ft. Monmouth, NJ 07703
ATTN: Percy Carter DRSEL-PC-E (multiple users)
PHONE: (201) 532-4916

U.S. Army Command Communication Electronic Command Systems
TMDE Procurement Branch
Communication and TMDE Division
Ft. Monmouth, NJ 07703
ATTN: Sheri Bray DRSEL-PC-C
PHONE: (201) 532-5645

U.S. Army
Contract Administration Branch
Ft. Dix, NJ 08640
ATTN: Mr. Lownds
PHONE: (609) 562-5271

UNITED STATES ARMY (continued)

Harry Diamond Labs-Vinthill Farms Station
P. O. Box 1648
Vint Hill Farms Station,
Vint Hill Farms, VA 22186
ATTN: Joan Leverich
PHONE: (703) 347-6281

Letterkenny Army Depot
Chambersburg, PA 17201
ATTN: Dean Thompson
PHONE: (717) 263-7811

ARRADCOM
Dover, NJ 07801
ATTN: David Utter DRDAR-PRW-A
PHONE: (201) 724-2177

U.S. Army Mobility Equipment Research and Development Command
Ft. Belvoir, VA 22060
ATTN: Eunice Delaney DRDME-W (multiple users)
PHONE: (703) 664-4377

U.S. Army Missile Command
Redstone, AL 35898
ATTN: Jackie Thomas DRSMI-IDB (multiple users)
PHONE: (205) 876-5126

U.S. Army Material Readiness Command
Rock Island, IL 61299
ATTN: Marilyn Matson DRSAR-PCP-SP (multiple users)
PHONE: (309) 794-3621

U.S. Army Material Readiness Command
Rock Island, IL 61299
ATTN: Jeanette Kohl DRSAR-PCS-SA
PHONE: (309) 794-6478

Sacramento Army Depot
Contracting Division
Sacramento, CA 95813
ATTN: Hal Arnold (multiple users)
PHONE: (916) 388-2530

UNITED STATES ARMY (continued)

U.S. Army Tank & Automotive Command
Procurement & Production Directorate
Warren, MI 48090
ATTN: Linda Curtis
PHONE: (313) 574-5266

U.S. Army Troop Support and Aviation Material Readiness Command
4300 Goodfellow Blvd
St. Louis, MO 63120
ATTN: Jackie Shaw DRS-TS-PB
PHONE: (314) 263-3297

U.S. Army Troop Support and Aviation Material Readiness Command
4300 Goodfellow Blvd
St. Louis, MO 63120
ATTN: Rick Hoshier DRS-TS-PO
PHONE: (314) 263-3321

U.S. Army Troop Support and Aviation Material Readiness Command
4300 Goodfellow Blvd
St. Louis, MO 63120
ATTN: Carol Chick DRS-TS-PC
PHONE: (314) 263-1254

Watervliet Arsenal
Watervliet, NY 12189
ATTN: Ann Marie Vogt SARWV-PPS (multiple users)
PHONE: (518) 266-4265

White Sands Missile Range
Las Cruces, NM 88002
ATTN: Ernest M. Marrujo
PHONE: (505) 678-5738

Letterman Army Medical Center
San Francisco, CA 94129
ATTN: John Black (multiple users)
PHONE: (415) 561-3856

UNITED STATES MARINE CORPS

Marine Corps Air Station
Marine Corps Base
Camp Lejeune, NC 28542
ATTN: Betty Blankenhip (multiple users)
PHONE: (919) 466-2841

Marine Corps Logistics Base
Contracts Division
P. O. Drawer 18
Albany, G 31704
ATTN: Denise Merritt (multiple users)
PHONE: (912) 439-6783

UNITED STATES NAVY

Joint Crews Missiles Project Office
2511 Jefferson Davis Hwy
Washington, DC 20363
ATTN: Linda Granninger-JCM-2835
PHONE: (202) 692-2975

Mare Island Naval Shipyard
Purchasing Office
Vallejo, CA 94592
ATTN: Margaret Manimi-Code 530 (multiple users)
PHONE: (707) 646-3274

Naval Air Development Center
Procurement Division
Warminster, PA 18974
ATTN: Mrs. Rosenberg (multiple users)
PHONE: (215) 441-2819

Naval Air Engineering
Purchase Division
Bldg #129
Lakewood, NJ 08733
ATTN: Barbara Michaels (multiple users)
PHONE: (201) 323-2060

Naval Air Station
Supply Department
Purchase Division
Bldg 10
Corpus Christi, TX 78419
ATTN: Rose Marie-Code 194 (multiple users)
PHONE: AV 861-2911

Naval Air Station
Supply Department
Patuxent River, MD 20670
ATTN: Janice Groff (multiple users)
PHONE: (301) 863-3783

UNITED STATES NAVY (continued)

Naval Air Station
Supply Department
Purchase Division
Pensacola, FL 32508
ATTN: Geri Liles-Code 19T10 (multiple users)
PHONE: (904) 452-2411

Naval Air Systems Command
Washington, DC 20361
ATTN: Doris Jackson
PHONE: (202) 692-8218

Naval Avionics Center
600 21st St & Arlington Ave
Department 634
Indianapolis, IN 46218
ATTN: Judy Spain (multiple users)
PHONE: (317) 353-3632

Naval Construction Battalion Center
Procurement Office
Gulfport, MS 39501
ATTN: John Ledbetter-Code 554
PHONE: (805) 982-2312

Naval Electronics Systems Command
Department Navy
Contracts Division
Washington, DC 20363
ATTN: June Demos-Code 02 (multiple users)
PHONE: (202) 692-6055

Naval Facilities Engineering Command Contracts
Davisville, RI 02854
ATTN: Lisa Cushman
PHONE: (401) 948-6548

Norfolk Naval Shipyard
Contracting Officer
Portsmouth, VA 23709
ATTN: Joan Barnett-Code 530 (multiple users)
PHONE: (804) 396-7853

UNITED STATES NAVY (continued)

Naval Oceanographic Office
Commanding Officer
NSTL Station
Bay St. Louis, MS 39522
ATTN: Mary Daygo
PHONE: (601) 688-5776

Naval Ocean Systems Center
Contracts Division
271 Catalina Blvd
Bldg A-33
San Diego, CA 92152
ATTN: Lenora James (multiple users)
PHONE: (714) 933-7874

Naval Ordnance Station
Contracting Officer
Louisville, KY 40214
ATTN: Jackie Matton-Fred Cross Code 115 (multiple users)
PHONE: (502) 367-5837

Naval Regional Contracting Office
Long Beach Naval Shipyard
Second Floor
Long Beach, CA 90822
ATTN: Cynthia Delgoto (multiple users)
PHONE: (213) 547-7009

Naval Regional Contracting Center
Bldg 11
Newport, RI 02841
ATTN: Allen Brothers-N-3 (multiple users)
PHONE: (401) 841-3485

Naval Regional Contracting Center
Bldg 200
Washington Navy Yards
Fourth Floor
Washington, DC 20374
ATTN: Sara Pleasance (multiple users)
PHONE: (202) 433-2960

UNITED STATES NAVY (continued)

Naval Regional Contracting Office
Contracts Division
Bldg 600
U.S. Navy Base
Philadelphia, PA 19112
ATTN: Dorothy O'Connell (multiple users)
PHONE: (215) 755-3076

Naval Research Laboratories
4555 Overlook Ave SW
Washington, DC 20375
ATTN: Tammy Morrow (multiple users)
PHONE: (202) 767-2821

Naval Resident Officer in Charge of Construction-Pacific
P. O. Box 418
San Bruno, CA 94066
ATTN: Virginia Craig (multiple users)
PHONE: (415) 877-7040

Navy Ships Parts Control Center
Box 2020
Mechanicsburg, PA 17055
ATTN: Rita Gilardy (multiple users)
PHONE: (717) 790-2881

Naval Supply Center
Puget Sound
Bremerton, WA 98314
ATTN: Janet Hall
PHONE: (206) 476-7541

Naval Supply Center
Regional Contracting Department
Bldg 198
Charleston, SC 29408
ATTN: William Freeman (multiple users)
PHONE: (803) 743-2703

Naval Supply Center
Contracting Office
Jacksonville, FL 32212
ATTN: MaryEllen Maple-197A (multiple users)
PHONE: (904) 772-5133

UNITED STATES NAVY (continued)

Naval Supply Center
Norfolk, VA 23512
ATTN: Sandra Nazzarella-Code 200
PHONE: (804) 444-4831

Naval Supply Center
Oakland, CA 94625
ATTN: Debbie Sheldon-Code 200
PHONE: AV 836-4596

Naval Surface Weapons Center
Commanding Officer
Supply Division
Dahlgren, VA 22448
ATTN: Sylvia Blunt (multiple users)
PHONE: (703) 663-7942

Naval Supply Center
937 North Harbor Dr.
San Diego, CA 92132
ATTN: Linda Cadiz-Code 201 (multiple users)
PHONE: (619) 235-3283

Naval Training Equipment Center
Orlando, FL 32813
ATTN: Frank Samulenus N-63
PHONE: (305) 791-5362

Naval Undersea Warfare Engineering Stations
Supply Department
Purchasing Division
Keyport, WA 98345
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APPENDIX I
POTENTIAL SAVINGS



APPENDIX I

POTENTIAL AIR FORCE SAVINGS BY CONVERTING TO CAGE

During our visit to Griffiss AFB, 12-18 March 1985, we reviewed "new item" requests. A "new item" request is a request for descriptive data for an item not already contained in the CIAPS item file. This was done by reviewing the DD Forms 1348-6 and determining if the (-6) item request was also annotated with a standard manufacturers (CAGE) code. During this period Griffiss Contracting received a total of 392 "new item" requests. Of these, 169 (43%) contained CAGE codes of the manufacturer but no other source. This indicated the item, although new to the local purchase program, had been purchased previously somewhere in the federal acquisition system.

In discussions with the Chief of the Supplies Branch, Base Contracting Office, Griffiss AFB, NY, we learned a "new item" request having a good source of supply could potentially save a buyer one hour of research time. We estimate this will save 15 minutes. Considering the 169 items which had no source other than the CAGE code (which is not used in Base Contracting today) during the period of 12-18 March (5 work days), we can make general estimates of savings.

	169	items per week
x	.25	hours saved per item
	42.25	hours saved per work week
x	50	work weeks in a year
	2,112	hours saved per year
x	\$12.00	hourly rate of an E4 based on AFR 173-13
	\$ 25,344	

Griffiss has 64 people in its office according to figures listed in the Directory of USAF Base Contracting Activities dated February 1984. Using Griffiss as a baseline, we then totalled the number of people at 84 Air Force bases (we excluded Air Force Reserve and overseas bases). The total number of people at the 84 bases is 4066. We then divided the 4066 by the number of bases to obtain the number 48.4 as the average number of people at the 84 bases. We then divided the 48.4 by the baseline of 64 people at Griffiss to obtain a percentage factor. This factor is 75%. Since a potential savings of \$25,344 could be realized at Griffiss, we can multiply it by 75% to obtain an average savings at each base. We, therefore, multiplied \$25,344 by 75% to obtain \$19,008. We multiplied the average potential savings at each base (\$19,008) times the total number of bases (84) to obtain a total potential savings for the Air Force of \$1,596,672.

84 bases = 4066 people

$4066 \div 84 \text{ bases} = 48.4 \text{ people per base}$

$48.4 \div 64 \text{ people (number of people at Griffiss)} = 75\% \text{ factor}$

\$25,344 (potential savings at Griffiss) X 75% = \$19,008 potential savings at each base

\$19,008 X 84 bases = \$1,596,672 potential savings for Air Force

GLOSSARY

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GLOSSARY

ADP	Automatic Data Processing
AFB	Air Force Base
AFLC	Air Force Logistics Command
AFLMC	Air Force Logistics Management Center
AFM	Air Force Manual
AFO	Accounting and Finance Office
AFOLDS	Air Force On-Line Data Search
AFOOF	Accounting and Finance Office of the Future
AFSC	Air Force Systems Command
AMIS	Automated Management Information System
APS	Accounts Payable System
AUTODIN	Automatic Digital Network
AUTOVON	Automatic Voice Network, Telephone system used in the Department of Defense.
BCAS	Base Contracting Automated System
BLIS	System to retrieve information from the B3500 computer. Base Level Inquiry System.
CAGE	Commercial and Government Entity (System)
CIAPS	Customer Integrated Automated Purchasing System
DBA	Doing Business As
DCAS	Defense Contract Administration Services
DD9	Open Market Vendor Delete Transaction
DIPEC	Defense Industrial Plant Equipment Center
DIS	Defense Investigative Services
DLA	Defense Logistics Agency
DLSC	Defense Logistics Service Center

DOD	Department of Defense
DPI	Data Processing Installation
DUNS	Data Universal Numbering System
DVC	CIAPS program to Delete or Change vendor codes in vendor records.
ED950	CIAPS Source Record Delete Transaction
FIPS	Federal Information Processing Standards
FPDC	Federal Procurement Data Center
FPDS	Federal Procurement Data System
FSCM	Federal Supply Code for Manufacturers
FSCNM	Federal Supply Code for NonManufacturers
FTS	Federal Telephone System
GAO	General Accounting Office
H8	Catalog of Vendors in the CAGE System
H8-1/H8-2	CAGE Cataloging Handbook, Name to Code and Code to Name.
HQ	Headquarters
LGC	Contracting Directorate
MAJCOM	Major Command
MILSCAP	Military Standard Contract Administration Procedure
MOCAS	Mechanization of Contract Administration Services
NSN	National Stock Number
OFFP	Office of Federal Procurement Policy
OPR	Office of Primary Responsibility
PASS	Procurement Automated Source System
PSC/SUF	Procurement Source Class/Suffix
PSCD	Procurement Source Class Delete
RDC	Director of Contracting and Manufacturing Policy

SAC	Strategic Air Command
SAMMS	Standard Automated Materiel Management Systems
SBA	Small Business Administration
SIC	Standard Industrial Code
TDY	Temporary Duty
USAF	United States Air Force

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BIBLIOGRAPHY

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